

# The City of Westminster

## APPLICATION FOR EMPLOYMENT

To Applicant: We appreciate your interest in the City of Westminster, and will use this application in evaluating your qualifications for employment. This is not an employment contract. Please answer all questions completely and accurately. If you do not understand any questions, or need assistance in completing this application, please ask. A personal resume may be attached to supplement this application. This application will be considered during the recruitment for the position applied for as noted below, after which it will become inactive.

The City of Westminster firmly commits to a policy of equal employment opportunity for applicants and employees, consistently complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of origin, marital status, disability, sexual orientation, genetic information, political affiliation, or status in any other group protected by federal/state/local law. If you feel that you have been treated unfairly or in a discriminatory manner during the recruitment process, you should promptly contact the City Administrator. False or misleading statements on this form are grounds for termination of the application process or, if discovered after employment, termination of employment.

Position Applied For : **Lateral Police Officer**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Have you worked under any other name? If so, state name \_\_\_\_\_

Date of Birth

**(Complete only if under age 18)**

Home Phone Number (\_\_\_\_) \_\_\_\_\_ Best time to reach you \_\_\_\_\_

Is there another phone number where you can be reached? \_\_\_\_\_ At what time? \_\_\_\_\_

Email address \_\_\_\_\_

If offered a position, within three days of your employment, would you be able to present documents that prove your eligibility to work in compliance with the Immigration Reform and Control Act? \_\_\_\_\_

If you were referred to the City by a current City employee, please provide his/her name \_\_\_\_\_

Are you employed now? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Has the City of Westminster ever previously employed you? \_\_\_\_\_ If so, when? \_\_\_\_\_

When would you be able to start work? \_\_\_\_\_ Rate of pay expected \_\_\_\_\_

Are you available for: Full time \_\_\_\_\_, Part time \_\_\_\_\_, Temporary \_\_\_\_\_, Seasonal \_\_\_\_\_ work?

Are you available for evening, weekend or overtime work if necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you travel if a job requires it? Yes \_\_\_\_\_ No \_\_\_\_\_

## CRIMINAL RECORD

Have you ever been convicted of a crime (excluding minor traffic violations)? Note: Conviction of a crime will not necessarily bar employment. No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Date of conviction (year) \_\_\_\_\_. Do not report any conviction for which the records have been officially expunged.

## SKILLS AND KNOWLEDGE

Use the following space to list skills, knowledge or training you possess which you believe is relevant to this job application. You may include any job-related skills training received in the United States military.

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Do you have any background, experience or knowledge related to the specific job you are applying for? Please explain:

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Are you capable of performing in a reasonable manner, with or without accommodation, the activities involved in the job or occupation for which you have applied? A copy of the current job description, including a description of the activities involved in such a job or occupation, has been provided to you as part of this application process. Yes \_\_\_\_\_ No \_\_\_\_\_

**Please answer the following questions only if you are applying for a position that requires a CDL drivers' license:**

Do you currently have a valid CDL? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, from which State was the license issued? \_\_\_\_\_

During the past two years, have you tested positive on any pre-employment drug or alcohol test administered by an employer that you applied to, but did not obtain, safety-sensitive transportation work covered by DOT drug and alcohol testing rules? Yes \_\_\_\_\_ No \_\_\_\_\_. During the past two years, have you refused to take any pre-employment drug or alcohol test administered by an employer that you applied to, but did not obtain, safety-sensitive transportation work covered by DOT drug and alcohol testing rules? Yes \_\_\_\_\_ No \_\_\_\_\_.

## EDUCATION

Please circle the highest grade successfully completed:

7 8 9 10 11 12 13 14 15 16 16+ GED

Name and Location of School	# of Yrs. Attended	Subjects Studied	Did You Graduate?
High School			
College/University			
Technical/Business or Correspondence School			

## PERSONAL REFERENCES

List the names of persons whom you have known for at least a year. Please do not list relatives or former employers.

Name	Address	Phone #	Occupation	Years Known

## EMPLOYMENT HISTORY

Please provide information from your last four positions, starting with your most recent or current employer. Please answer every question in this section, and include military history and rank.

Employer's / Company Name _____		
Address _____		Phone # _____
Type of Business _____		Name & Title of Supervisor _____
Date Hired _____	Date Left _____	Rate of Pay _____
Your Job Title _____		Duties _____
Reason for Leaving _____		May we contact? _____

Employer's / Company Name _____		
Address _____		Phone # _____
Type of Business _____		Name & Title of Supervisor _____
Date Hired _____	Date Left _____	Rate of Pay _____
Your Job Title _____		Duties _____
Reason for Leaving _____		May we contact? _____

Employer's / Company Name _____		
Address _____		Phone # _____
Type of Business _____		Name & Title of Supervisor _____
Date Hired _____	Date Left _____	Rate of Pay _____
Your Job Title _____		Duties _____
Reason for Leaving _____		May we contact? _____

Employer's / Company Name _____		
Address _____		Phone # _____
Type of Business _____		Name & Title of Supervisor _____
Date Hired _____	Date Left _____	Rate of Pay _____
Your Job Title _____		Duties _____
Reason for Leaving _____		May we contact? _____

## PLEASE READ BEFORE SIGNING

I hereby certify that the information given by me in this application is true and complete, and understand that if employed, false statements or omission of facts called for on this application shall be grounds for immediate dismissal. I authorize investigation of all statements contained in or with my application. I authorize all persons, schools, and companies to release any information concerning my background and hereby release said persons, schools or companies from any liability for any damage whatsoever for issuing this information. I also hereby release the City of Westminster, its employees and agents from any and all liability for any and all damage whatsoever in connection with investigating all statements and matters contained in or relating to my application for employment and in evaluating my application.

Because many of our positions require the use of City owned vehicles and almost all include a great deal of citizen/customer contact, the City of Westminster has in place a Substance Abuse Policy. This policy is taken very seriously, and violation of it may be grounds for termination of the employment relationship. If hired for a position that involves driving a vehicle of any kind, you will be required to produce a copy of your valid state driver's license.

I understand and agree that if offered a job, the first six months of employment shall constitute an orientation/training period. By my signature I understand and agree that the employment relationship between myself and the City of Westminster is not covered by any guarantees, obligations or contracts of employment, either expressed or implied. I further understand and agree that I have the right to terminate my employment at any time, and the City of Westminster retains a similar right. In submitting this application, I understand that it becomes the property of the City of Westminster, and will not be returned to me.

**APPLICANT SIGNATURE** \_\_\_\_\_ **(SEAL)** **DATE** \_\_\_\_\_

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

(Applicant signature is required by the State of Maryland)

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Please note** that the above section regarding lie detector or similar tests does not apply to those individuals who are seeking employment or who are currently employed by the Westminster Police Department.

01/29/07

## AFFIRMATIVE ACTION DATA

As part of our Affirmative Action Program and our compilation of data for equal employment opportunity requirements, the City of Westminster must report statistical information about the ethnic/sex/handicap composition of our applicant file. We would appreciate your help in providing the information requested. **It will be kept separate from your application and completely confidential. This information WILL NOT be used to make a decision on whether to hire you.** Please detach this section and return it to the receptionist with your application. Thank you for your cooperation.

**YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Date of Birth \_\_\_\_\_

Telephone Number(s) (\_\_\_\_\_) \_\_\_\_\_

**What influenced you to apply for employment with the City of Westminster? Please check one:**

Advertisement	_____	Please state name of publication	_____
City's Web site	_____		
Employee Referral	_____		
Friend / Relative	_____		
Government Employment Agency	_____	Please state agency name	_____
Internet	_____	Please state internet source	_____
Other	_____		
Private Employment Agency	_____		
Walk in	_____		

### **IDENTIFYING INFORMATION:**

**Are you:** Male \_\_\_\_\_ Female \_\_\_\_\_

**Ethnic Origin (check one of the following):**

Caucasian/White \_\_\_\_\_ African American/Black \_\_\_\_\_ Hispanic \_\_\_\_\_  
American Indian / Alaskan Native \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Other \_\_\_\_\_

**I wish to identify myself as the following (check any that are applicable):**

Disabled Veteran \_\_\_\_\_ Disabled Individual \_\_\_\_\_

**FOR AFFIRMATIVE ACTION PROGRAM USE ONLY**

Position Applied For: \_\_\_\_\_ Date \_\_\_\_\_

Is position applied for currently open?      Yes \_\_\_\_\_      No \_\_\_\_\_

Was individual hired?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, position \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYMENT ANALYSIS REGISTER**

Gender: \_\_\_\_\_

Race: \_\_\_\_\_

Disability: \_\_\_\_\_

Other: \_\_\_\_\_

Referral Source: \_\_\_\_\_

EEO 2 Category: \_\_\_\_\_

Disposition: \_\_\_\_\_

Notes:

Completed By \_\_\_\_\_

Date \_\_\_\_\_

08/16/06

# CITY OF WESTMINSTER

## ***JOB DESCRIPTION***

### **Probationary Police Officer/Private First Class**

**Grade: F**

**FLSA Status: Non-Exempt**

**Department: Police**

**Position Number 301070**

**Date: 01/08**

**Job Summary:** Performs a variety of police duties essential to the preservation of law and order in the City of Westminster; ensures public safety, controls traffic and responds to calls for service; performs other duties as assigned.

### **Essential Functions:**

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Patrols assigned residential and business sections of the City via patrol car, bicycle or on foot, to ensure preservation of law and order;
2. Maintains vigilance for infractions of criminal and motor vehicle laws and compliance with prescribed ordinances, employing appropriate measures to maintain peace and prevent criminal acts;
3. Investigates reports of violation of City, County, State and Federal laws, regulations and ordinances;
4. Conducts investigations of crimes and accidents, as required;
5. Collects and preserves evidence, both photographic and physical; interviews witnesses and interrogates suspects; notifies specialty units or divisions as deemed necessary;
6. Serves warrants, issues summonses, juvenile complaints; makes arrests as necessary, observing the rules of safety and self-protection, using minimum force necessary;
7. Controls domestic and other disturbances, employing adequate and called-for measures;
8. Prepares reports as required by departmental regulations after making diligent inquiry and assuring that the reports are truthful and concise;
9. Testifies in Juvenile Court, District Court, Circuit Court and before the Grand Jury regarding traffic violations and criminal investigations;
10. Monitors police radio and telephone communications, receives and transmits messages relating to public safety matters;
11. Ensures orderly conduct of public gatherings and meetings;
12. Provides escort for persons requiring special protection or assistance;
13. Directs vehicular and pedestrian traffic to ensure safety and preclude congestion of City thoroughfares;
14. Checks City Parks for public safety and criminal violations;
15. Operates radar/laser unit and testifies to its operation in courts of law;
16. Administers blood alcohol tests and preparing reports pertaining thereto.
17. Participates in an active public relations program;
18. Cooperates with members of other law enforcement agencies upon request, within the scope of departmental practices;
19. Keeps supervisor informed of unusual or detrimental situations;
20. Maintains positive relationships with City staff and the public;
21. Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature; and
22. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

*The employee is expected to perform or possess the following:*

1. Thorough knowledge of the City of Westminster's policies and procedures;
2. Act as a representative of the City of Westminster to the public;
3. Working knowledge of Federal, State, County, City and departmental rules, laws, regulations, ordinances, policies and procedures pertinent to police work;
4. Establish and maintain effective working relationships and successfully communicate with other staff members and members of the public, especially during high pressure, high stress situations;
5. Understand and interpret written and oral instructions;
6. Thorough knowledge of traffic laws and rules governing the parking of motor vehicles and other laws, regulations, ordinances, policies and procedures pertinent to the assigned police work;
7. Certified skill and ability to safely and effectively use prescribed weapons;
8. Establish priorities and organize workload effectively and efficiently;
9. Maintain a pleasant and productive working atmosphere;
10. Respond properly in emergency situations and to complete assignments under pressure;
11. Prepare accurate and timely reports;
12. Keep relevant parties informed of major issues and recommend changes as appropriate;
13. Operate standard police equipment, including police radio and relevant computer systems, including hardware, software and office machines;
14. Possess a valid driver's license; and
15. Ability to run a mile and lift 150 lbs; excellent hearing and eyesight corrected or uncorrected to at least 20/40.
16. Position will require shift work assignments covering a 24-hour per day period. Shift assignments may be changed without notice to address operational needs.
17. Position may require 24-hour on-call availability in the event of an emergency.

**Education and Experience:**

1. High school diploma or G.E.D and successful graduation from MPTC accredited Police Academy.
2. Current certification as a Police Officer in accordance with Article 41, Section 4-201 of the Annotated Code of Maryland, or the ability to obtain such certification within the first year of employment.
3. Valid driver's license.

**Physical and Environmental Conditions:**

Work requires considerable physical effort in the handling of equipment up to 40 pounds and/or continual standing or walking 60%+ of the time.

The work involves minor risks or discomforts which require special safety precautions, e.g., working around moving vehicles, aggressive human behavior, etc., avoidance of trips and falls, observance of fire and building safety regulations, and observance of traffic signals when driving.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.